



**DEPARTMENT OF PERSONNEL
INSTRUCTIONS FOR TRANSFERRING
CURRENT WORK PERFORMANCE STANDARDS
TO THE NEW WORK PERFORMANCE
STANDARDS (NPD-14) FORM**

A new performance appraisal system for State employees will be implemented on July 1, 2003. New procedures and forms for both work performance standards and performance appraisals have been developed and must be used on and after July 1 in completing employee appraisal reports. It is advisable to make the transition to the new work performance standards form as soon as possible.

Currently, only principal assignments are described on the Work Performance Standards (WPS) form. Related factors (i.e., work adjustment and adaptability, cooperativeness and judgment) as well as supervisory responsibilities, if applicable, are set out separately on the current performance appraisal form. In the new system, principal assignments, related factors and supervisory responsibilities must all be incorporated as job elements on the new WPS form.

Before July 1, 2003, all principal assignments described in the current WPS form, as well as related factors and supervisory responsibilities, should be transferred to the new WPS form. It is important to keep in mind that appraisals reflect employees' performance during the previous rating period. As such, supervisors should maintain the weighting established in the employees' last appraisal, unless the employee agrees to a different weighting.

The following examples illustrate the process to weight employees' job elements appropriately after they've been transferred to the new WPS form. In each example, the employee is currently being rated on six principal assignments as described in his work performance standards and three related factors as reflected in his last appraisal.

Example 1: Employee's principal assignments and related factors were given an equal weight of 50% each in the last appraisal:

- Divide 50% by 6 (principal assignments) to establish a weighting of 8.33% for each principal assignment.
- Divide the remaining 50% by 3 (related factors) to establish a weighting of 16.66% for each related factor.

Example 2: Employee's principal assignments, related factors and supervisory responsibilities were given an equal weight of 33.33% each in the last appraisal:

- Divide 33.33% by 6 (principal assignments) to establish a weighting of 5.56% for each principal assignment.
- Divide 33.33% by 3 (related factors) to establish a weighting of 11.11% for each related factor.
- 33.33% would then make up the remaining weight for supervision.



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Example 3: Employee’s principal assignments and related factors were given an equal weight of 50% each in the last appraisal; however, each principal assignment is assigned an individual weight. Therefore, the 6 principal assignments (PA) and 3 related factors (RF) with the following weighting would be transferred to the new form as follows:

- PA #1: 30% X .50 = 15% - Multiply principal assignment #1, weighted at 30% by .50 to establish a weight of 15%.
- PA #2: 20% X .50 = 10% - Multiply principal assignment #2, weighted at 20% by .50 to establish a weight of 10%.
- PA #3: 15% X .50 = 7.5% - Multiply principal assignment #3, weighted at 15% by .50 to establish a weight of 7.5%.
- PA #4: 15% X .50 = 7.5% - Multiply principal assignment #4, weighted at 15% by .50 to establish a weight of 7.5%.
- PA #5: 10% X .50 = 5% - Multiply principal assignment #5, weighted at 10% by .50 to establish a weight of 5%.
- PA #6: 10% X .50 = 5% - Multiply principal assignment #6, weighted at 10% by .50 to establish a weight of 5%.
- RF #1: 33.33% X .50 = 16.665% - Multiply related factor #1, weighted at 33.33% by .50 to establish a weight of 16.665%.
- RF #2: 33.33% X .50 = 16.665% - Multiply related factor #2, weighted at 33.33% by .50 to establish a weight of 16.665%.
- RF #3: 33.33% X .50 = 16.665% - Multiply related factor #3, weighted at 33.33% by .50 to establish a weight of 16.665%.

TOTAL 100%

If the employee agrees, the supervisor could also establish a different weighting when transferring all the job elements to the new WPS form, such as giving an equal weight to each job element. Certainly, after the first appraisal under the new format, supervisors may want to discuss changes to the work performance standards with subordinate employees and revise the job elements and weighting as appropriate.